

Real Estate

Real Property Inventory Management

**Headquarters
Department of the Army
Washington, DC
30 June 2000**

UNCLASSIFIED

SUMMARY of CHANGE

AR 405-45

Real Property Inventory Management

This revision:

- o Separates real property policy from procedures (chap 2).
- o Eliminates data element definitions (chap 2).
- o Eliminates all references to manual reporting medium to include card entries and keypunching instructions (chap 2).
- o Accommodates automated reporting of the real property inventory.
- o Rescinds DA Form 2014-R, Jan 77, DA Form 4580-R, Jan 77, DA Form 4581-R, Jan 77, DA Form 4581-1-R, Jan 77, and DA Form 4581-2-R, Jan 77.

Effective 28 July 2000

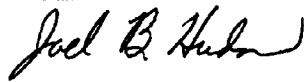
Real Estate

Real Property Inventory Management

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This regulation was last revised on 18 March 1977.

Summary. This regulation provides policy for managing and accounting of Army real property.

Applicability. This regulation applies to

all elements of the Active Army, the Army National Guard of the United States, and US Army Reserve, having accountability for or occupying Department of the Army real property.

Proponent and exception authority.

The proponent for this regulation is the Assistant Chief of Staff for Installation Management (ACSIM). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to a division chief under his or her supervision within the proponent agency that holds the grade of colonel or the civilian equivalent.

Army management control process.

This regulation contains management control provisions and identifying management controls that must be evaluated.

Supplementation. Local supplementation of this regulation is prohibited without prior approval from HQDA. Any such supplementations are valid for only 1 year.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAIM-MD), Washington, DC 20310-2600.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 405-45, 18 March 1977; AR 210-15, 8 November 1974; and AR 420-17, Chapters 4 and 5, 13 December 1976; It also rescinds DA Form 2014-R, Jan 77, DA Form 4580-R, Jan 77, DA Form 4581-R, Jan 77, DA Form 4581-1-R, Jan 77, and DA Form 4581-2-R, Jan 77.

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Chapter 1

Introduction

Section I

General

1–1. Purpose

This regulation and DA PAM 405-45 set forth the requirements, authority, policy, and responsibility for the accountability and management of all real property and interest therein. The real property inventory is a basic source of information on status, cost, area, capacity, condition, use, and management of real property at the installation and Major Army Command (MACOM) level. This regulation will be the basis for supplying Real Property information to offices of congressional committees, the Department of Defense (DOD), Headquarters, Department of the Army (HQDA), General Services Administration (GSA), and other interested government agencies. Inquiries or requests for information by committees of the Congress or individual members of the Congress will be coordinated with the Office of the Chief, Legislative Liaison, per AR 1-20.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary of DA Pam 405-45.

1–4. Scope

a. To provide policy and guidance for the accountability and management of real property, located in the United States, under the control of the Department of the Army (DA), its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries. That is, all real property owned, leased, or otherwise acquired and controlled by the DA, including property and improvements acquired from other DOD Departments and government agencies. This is to include privately owned buildings, structures, and utility systems located on Army installations; and privately owned facilities leased by the Army or otherwise under Army control at locations other than Army installations. An inventory of such property will be continuously updated and reported semi-annually or as otherwise directed by ACSIM.

b. Do not include in this inventory:

- (1) Property in and officially designated a combat zone.
- (2) Property acquired in support of peacekeeping missions.
- (3) River, harbor, and flood control property under jurisdiction of the Assistant Secretary of the Army for Civil Works.
- (4) Property in the National Industrial Reserve, property disposed of subject to right of recapture or National Security Clause, unless such property is under Army military control.
- (5) Property acquired or constructed for contingency operations or property of a classified nature where public knowledge of location could pose a threat to military operations or could cause endangerment to life and/or safety of military or DOD personnel. This information will be gathered and maintained by Third Army, Fort McPherson, GA.
- (6) State-owned National Guard real property not on an Active Army installation.

Note. State-owned National Guard property physically located on an Active Army installation will be reported by that Active Army installation with an ownership code of 9 (See DA PAM 405-45, Table D-7 for Ownership Codes).

1–5. Statutory authority

The authority to maintain real property records, inventory and accountability is detailed in section 410, title IV, of the National Security Act of 1947, as amended section 2721, title 10, United States Code (10 USC 2721).

1–6. Applicability

This regulation is applicable to all Army installations and MACOMs having accountability for or occupying DA real property. This includes those DOD agencies using Army property acquired by permit.

Section II

Responsibilities

1–7. The Assistant Secretary of the Army (Installation, Logistics, and Environment) (ASA(IL&E))

The ASA(IL&E) will —

- a.* Establish and oversee implementation of policies for the accountability of Army controlled and/or managed military real property and interests therein.
- b.* Approve accountability reports of real property that are subject to the reporting requirements of the Congress.

- c. Approve or ratify exceptions to the policies regarding the accountability of real property.

1-8. The Assistant Chief of Staff of the Army for Installation Management (ACSIM)

The ACSIM will —

- a. Oversee the accountability of Army real property.
- b. Serve as the proponent of AR 405-45 and DA PAM 405-45.
- c. Oversee the procedural and technical aspects of the accountability of military real property and interests therein.
- d. Formulate, execute, and review related policies, plans, and programs.

1-9. The Chief, U.S. Army Corps of Engineers

The USACE has staff responsibility for all real estate actions, to include acquisition, management, outgrants, and disposals.

1-10. The Chief, United States Army Corps of Engineers Installation Support Division

The USACEISD is responsible for providing guidance for real property inventory and management to the MACOMs and installations. Their responsibilities will include but not be limited to —

- a. Developing criteria for the effective accountability of Army real property.
- b. Providing Staff Assistance Visits (SAV) to installations to assess compliance of real property accountability with prior formal notification to the appropriate MACOM. The MACOMs will be invited to participate.
- c. Furnishing technical assistance and guidance to MACOMs and installations for real property accountability.
- d. Maintaining a central inventory of Army real property and analyzing the inventory for accuracy.
- e. Preparation, staffing, and distribution of DA PAM 405-45.
- f. Providing assistance to the installation's personnel through the appropriate MACOM channel in maintaining an accurate real property data inventory.
- g. Managing implementation of the McKinney Act.
- h. Providing procedures and guidance for inactivation of installations.
- i. Assigning installation numbers for all new installations. (See DA PAM 405-45, subpara 2-3a3.)

1-11. Commanders of Major Army Commands (MACOMs) within the United States

The MACOM Commanders within the U.S. will —

- a. Ensure accountability for all buildings, structures, utilities, and land under the control/management of the MACOM commander. This includes real property built by other Army entities, the other services, DOD agencies, and the private sector.
- b. Ensure the accuracy, completeness and timeliness of real property information.
- c. Furnish technical assistance and guidance to installation and activity commanders on real property accountability and management.
- d. Ensure that installations maintain the capability for complying with current reporting requirements.
- e. Make staff visits to installations to assess real property accountability and management.
- f. Retain custody and accountability for excess and surplus real property and ensure the protection and maintenance of such property pending its transfer to another federal agency, its disposal, or reassignment by HQDA.
- g. At their discretion, delegate in writing the accountability responsibilities for the real property identified in subparagraph 1-11f above to their subordinate commands and/or installations.

1-12. Commanders of Major Army Commands with Installations in Foreign Countries

The MACOM commanders with installations in foreign countries will abide by applicable treaties and Status of Forces Agreements (SOFA), including accountability for all U.S.-controlled host nation real property.

1-13. Commanders of installations and communities

Commanders of installations and communities will —

- a. Account for and be responsible for the proper custody, safekeeping, efficient, and effective use of all Army lands, facilities, and space as assigned by the MACOM or HQDA.
- b. Document and maintain real property accountability records for all real property acquired pursuant to AR 405-10.
- c. Appoint in writing a Real Property Accountable Officer (RPAO) who has responsibility for all accountable real property.
- d. Ensure that at least once every 3 years a physical inventory is made of all real property and that the data is maintained on file in the real property records. Where the real property is such as to make a complete inventory at one time a difficult job, the inventory may be taken on a cyclical basis, arranged so that a complete inventory is accomplished every 3 years. At the close of the inventory, a statement will be prepared and filed with the real property

records to the effect that the physical inspection of each real property facility has been made and property records adjusted accordingly. To meet all or part of this inspection requirement, the following actions may be substituted —

- (1) Any facility inspection made under the auspices of the Installation Status Report (ISR).
- (2) Any facility visit conducted during the Installation Commander's Annual Real Property Utilization Survey (ICARPUS) report.
- (3) Any facility visit conducted when calculating utilization rates as defined in AR 405-70.
- (4) Any facility visit conducted by DPW/Facility Engineer personnel in an official capacity, for example, preventative maintenance checks and inspection of completed work.

1-14. The United States Property and Fiscal Officer

The USPFO is the state RPAO for Federal real property that has been licensed to the state for the Army National Guard. The USPFO will provide DD Forms 1354, Transfer and Acceptance of Military Real Property, for facilities constructed on Army installations, to the installation RPAO for RPI purposes only, per NGB 405-80, in order for accountable real property to be included in the installation's RPI. State-owned real property would be reported only to the Chief, National Guard Bureau.

1-15. Heads of Defense agencies

The Defense agencies that use Army property acquired by permit will provide real property inventory input data to their supporting installation or appropriate accountable MACOM as required by existing agreements.

1-16. Contracting officers and contractors of Government-Owned/Contractor-Operated and Contractor-Owned/Contractor-Operated Facilities

a. Contracting officers for government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities will ensure that the contractor is made responsible for government-owned property under part 45 of the Federal Acquisition Regulation (FAR). Also, that property accountability and record keeping requirements are adequate to meet Army requirements and included in the formal contract. Unless these requirements are specified in the contract, the government staff remains responsible. (See AR 735-5, para 10-6.)

b. Contractors will manage the facilities under their control and provide the accountable property officer with real property information necessary for accountability and management, and ensure facilities under their control are protected and maintained in accordance with their contract.

1-17. Real Property Accountable Officer

a. *Appointment.* The RPAO will be appointed in writing by the installation commander or his/her designee. The individual assigned to this position must be a United States citizen. The RPAO will be an employee of the Federal Government. The responsibilities of the RPAO are not contractible. However, contractors may perform certain functions in support of the RPAO. The installation commander has the authority to appoint a RPAO at subordinate installations if that subordinate installation maintains the accountable records.

b. *Responsibilities.* The RPAO will be responsible for, but not limited to:

- (1) Accountability for all buildings, structures, utilities, and land under the control of the commander regardless of the type of ownership.
- (2) Accuracy, completeness, and timeliness of real property information.
- (3) Ensuring all occupied facilities are assigned to the occupant/user. Vacant facilities at active, semi-active, inactive, or excess installations are assigned to the accountable office and reported as vacant. Vacant facilities at contractor-operated installations may be unassigned.
- (4) Ensuring compliance with current reporting requirements.
- (5) Review and validation of the DD Form 1354 information for accuracy before placing it in the real property inventory.

c. *Change in accountable officer.* When the installation or activity real property account is assigned to a new accountable officer a current RPI will be filed with the appointment directive.

1-18. Frequency of reporting

The real property inventory will be reported to HQDA semi-annually (March and September) unless otherwise specified by HQDA.

1-19. Security classification of reports

The real property inventory will be unclassified. The worldwide summary report extracted from these databases is unclassified and is available to the public under the auspices of the Freedom of Information Act (FOIA).

Chapter 2

Inventory Policy

2-1. Real property inventory

a. Policy. The Army will maintain real property accountability records and an inventory on both a quantitative and monetary basis, and report thereon as directed by DODI 4165.14 to the President and to the Congress. The real property officer is accountable for the completeness and accuracy of all real property records. All facilities located on an Army Installation or COCO site will be reported in the real property inventory with the appropriate ownership code. This includes privately owned buildings, structures, and utility systems.

b. Procedure. In accordance with section 2682, title 10, United States Code, and 2701 (PL 87-554), the host installation will be responsible for all physical real property inventory accountability on the installation. This establishes the accountability basis for an inventory of all DOD real property that rests with the military departments. This does not mean that other agencies will not have references and relationships in their business information to real property. This only limits the official record of inventory to the installation real property records. Although DOD agencies may have sole beneficial occupancy and use of a facility for their business purposes, the facility will be carried on the respective host installation inventory for real property accountability purposes. Activities that for economy or other reasons are located within the confines of another installation and occupying portions of the land, buildings, and structures of the parent are considered to be tenants.

c. Accountability. Installations will use an HQDA-approved automated system to maintain the official data base of records. DA PAM 405-45 and the automated systems user's documentation prescribe entry and maintenance of the data.

(1) The information required by DA Form 2877, Real Property Record, will be maintained on an automated system. Data elements not prescribed herein may be maintained on manual records. All installations will retain their existing manual DA Forms 2877 for historical purposes. Continuous update of the manual forms is not required.

(2) Where accountability for two or more installations or activities is assigned to a single installation or activity, the real property records and files for each installation will be maintained separately and retain their unique installation number.

2-2. Facility assignments

All real property facilities will have at least one assignment record for each facility category use. Installations may assign multiple and/or joint use of a facility. The sum of a use's assigned areas/capacities may not exceed the use area/capacity.

2-3. Facility numbering

All facilities on the installation will have a unique, five character, facility number. The reuse of facility numbers is prohibited for 5 years. All buildings and structures on the installation will be numbered as prescribed herein. The assignment or change of numbers will be subject to approval by the installation commander. Only one number will be used to identify a building or structure. Buildings that are connected by corridors will be considered separate buildings and will be assigned individual numbers. For administrative purpose only letter and/or numbers may identify apartments, wings, or other similar portions of buildings or structures. Building wing/apartment identifiers will not be included in the building's five-character facility number. Temporary identifying numbers may be assigned to hutment's, tent floors, winterized tents, and similar facilities. Temporary symbols will be included in reports to authorities above installation commander level.

a. Assigning numbers. When a new building is to be constructed, the permanent number will be assigned and furnished to the design and construction agency in advance of design so that the same number will appear on the drawings and identify the building during and after the construction phase.

b. Changing numbers. When a building or structure is moved from one area to another, it will be renumbered to conform with numbers allotted to the new location. If two or more buildings are joined to form a single building, only one number will identify it.

2-4. Equipment

a. Equipment acquired with equipment funds is not real property. See DA PAM 420-11 for instructions.

b. Installed equipment is an item affixed and built into a separate real property facility as an integral part of the facility. This type of equipment is necessary to make the facility functional. These items, if removed, would destroy or reduce the usefulness of the separate real property facility. These items of installed equipment are not reported as items of separate real property except as noted in subparagraph 2-4d below. However, the costs of installed equipment are included with the facility in which they are affixed.

c. Equipment-in-place is nonexpendable equipment of a movable nature, affixed to real property, but removable without destroying or reducing the usefulness of the facility. Equipment-in-place is personal property, requires property book accountability, and therefore is not real property.

d. If a real property utility system such as air conditioning is housed in one facility and serves more than one facility, or a large single facility, it requires one use record with a category code for the facility and one use record with a category code for the utility system.

2-5. Voucher register and file

The real property office will maintain a voucher register of all vouchers detailing acquisition, capital improvements, disposals, capital decreases, area/capacity changes, and category code changes pertaining to accountable real property at an installation. Voucher numbers will be sequentially assigned and filed by fiscal year by the Real Property office.

2-6. Category code

Real property facilities will be assigned a category code(s) per AR 415-28 and DA PAM 415-28.

2-7. Ingranted or outgranted real property

Facilities ingrated, such as a lease, easement, license, permit, or similar real estate instrument will be provided by the supporting U.S. Army Corps of Engineers District Engineer Office on DD Form 1354 or validated grant instrument to the installation. The accountable installation is responsible for ingrated or outgranted facilities and a reportable record must be established using the existing facility numbers for each grant. The initial cost to government for leases will be entered as zero. For ingrated facilities, lease acquisition costs will be entered in the grant data. When facilities are ingrated for a term of less than 1 year, accountability in the automated real property system is not required.

2-8. Conversion and diversion

Installation commanders may approve, in writing, facility conversions or diversions from design/current use for any purpose, except as indicated in AR 405-70, subparagraph 3-6d. All such conversions and diversions will be reported in the applicable facility use and assignment records. A conversion is a permanent change in both the design use and current use of a facility. A diversion is a temporary change in the current use of a facility not to exceed 3 years. Changes to a facility design use category code that remain in the same three digit series as the original category code do not require any approval.

2-9. DD Form 1354 (Transfer and Acceptance of Military Real Property)

a. The DD Form 1354 is used to transfer accountability, record completed construction, and to make changes in unit of measure values (area or other measure), costs, and design use category codes for a facility.

b. The U. S. Army Corps of Engineers District Engineer Office will prepare a DD Form 1354 for transfer of completed construction projects, which were monitored by them and furnish the completed form to the real property office.

c. The local project officer will prepare and sign a DD Form 1354 for installation projects and furnish the completed form to the real property office.

d. In lieu of DD Form 1354, approved forms such as DA Form 337, Request for Approval of Disposal of Building and Improvements, and DA Form 4283, Facilities Engineering Work Request, may be vouchered and used to change real property inventory data. In any case, all changes to real property require a vouchered document.

2-10. McKinney Homeless Assistance Act

The McKinney Homeless Assistance Act, Public Law 101-645, requires all federal agencies identify to Housing and Urban Development (HUD) all real property that is either underutilized or an excess. A McKinney Act determination is required before any disposal action. Detailed guidance is available through USACEISD.

2-11. Facility maintenance, repair, and capital improvements projects

All projects that are determined by the Project Engineer and/or the DPW Business Management Office to be capital improvements will be capitalized on a separate voucher and recorded in the real property inventory if the cost of the work performed exceeds \$25,000. Capital improvements at lesser amounts may be capitalized at the installation's discretion. See DA PAM 420-11, Project Definition and Work Classification, for further guidance. See DA PAM 405-45 for a detailed discussion of Capital Improvements projects and appropriate definitions.

2-12. Utility distribution adjustments

Any increase or decrease in the utility distribution system will be recorded to the real property inventory regardless of cost. Capitalization threshold procedures do not apply to distribution systems.

2-13. Reporting NAF real property

All property purchased with NAF remains NAF property even if converted to a non-NAF CATCODE. Conversely, if property purchased with APF is converted to NAF property, it is still APF property. The type of funding determines how property is reported. Property should be depreciated by the NAF if it was purchased with NAF and depreciated by the Army if it was purchased with APF. Moreover, there may be two costs for NAF property. One for estimated costs

representing funds that were nonappropriated and another for total cost to government for funds that was appropriated (for example, NAF improvements to appropriated funded facility).

Note. These were previously reported under “Estimated Value” field as directed by previous versions of this AR. Do not convert those funds that were appropriated into the nonappropriated and do not convert the nonappropriated cost into appropriated cost.

Appendix A References

Section I Required Publications

AR 1–20

Legislative Liaison (Cited in para 1-1.)

AR 405–10

Acquisition of Real Property and Interests Therein (Cited in para 1-13b.)

AR 405–70

Utilization of Real Property (Cited in paras 1-13d3, and 2-8.)

AR 735–5

Policies and Procedures for Property Accountability (Cited in para 1-16a.)

DA PAM 405–45

Real Property Inventory Management (Cited in paras 1-1, 1-3, 1-16d, 2-1c, and 2-4b and c.)

DA PAM 415–28

Department of the Army Real Property Category Codes (Cited in para 2-6.)

DA PAM 420–11

Project Definition and Work Classification (Cited in para 2-4a, and 2-11.)

NGB 405–80

Disposal of National Guard Real Estate (Cited in para 1-14.)

Federal Acquisition Regulation (FAR)

(Cited in para 1-16a.)

10 United States Code 2721

(Cited in para 1-5.)

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 12–09–E

Requirements for Distribution of this Regulation

DA Form 337

Request for Approval of Disposal of Buildings and Improvements

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2877

Real Property Record

DA Form 4283

Facilities Engineering Work Request

DD Form 1354

Transfer and Acceptance of Military Real Property

UNCLASSIFIED

PIN 003252-000

USAPA

ELECTRONIC PUBLISHING SYSTEM

OneCol FORMATTER .WIN32 Version 1.12

PIN: 003252-000

DATE: 07-20-00

TIME: 07:56:43

PAGES SET: 12

DATA FILE: C:\wincomp\mbc.fil

DOCUMENT: AR 405-45

DOC STATUS: NEW PUBLICATION